



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

REVENUE FIELD COMPLIANCE OFFICER II

Job Number: 20001794

Job Code: 95290V150716

Job Group: 9500 - REVENUE

Job Established: 12/16/1989

Job Revised: 02/24/2006

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs advanced technical level of investigative and compliance work in the enforcement of revenue tax laws and regulations. Performs at an advanced level, audits of individual income tax returns. Performs business tax audits on retailers, contractors, and small manufacturers; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of professional experience in tax preparation, tax records examination, tax investigation, collection of delinquent accounts or a related field.

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

Experience in tax preparation, tax records examination, tax investigation, collection of delinquent taxes or a related tax field will substitute for the required education on a two-for-one year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Locates and contacts delinquent taxpayers, collects taxes, assists taxpayers in computing and filing tax returns. Prepares tax returns for taxpayers. Researches records and performs deed checks at court houses and property valuation offices to obtain information on asset audits. Verifies sales tax numbers, opens bank deposit boxes and inventories the contents. Files tax liens against taxpayers who cannot be located or who will not pay the taxes due. Inspects fuel storage facilities for tax free fuels. Issues temporary sales tax permits. Conducts examinations and investigations relative to individual income taxes, sales taxes, cigarette taxes, property taxes, miscellaneous taxes, inheritance taxes and other taxes as required. Completes daily and weekly reports of work activities. Investigates and serves legal documents for the legal staff. Reconciles adjustments arising from audits of individuals, partnerships and corporations relative to tax bills for income tax adjustments. Conducts income tax audits on individuals and other business taxes on small businesses.

UNIQUE PHYSICAL REQUIREMENTS:

Some physical effort required.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Duties are generally performed in an office setting. Requires overnight travel both in and out of state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.